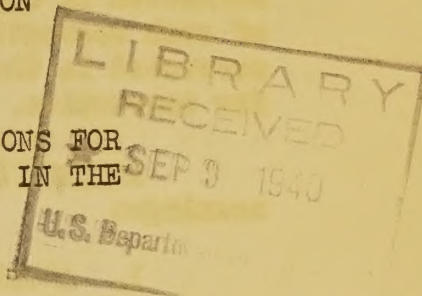


Issued July 24, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISIONINSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR
1941 WHEAT CROP INSURANCE AND RELATED FORMS IN THE
STATES IN THE NORTH CENTRAL REGION.GENERAL

The instructions contained herein shall be followed in the Application for Payment Sections in the States in the North Central Region in connection with the handling of applications for 1941 wheat crop insurance, and other related forms. For the purpose of maintaining adequate records of the work flowing from one unit to another, Forms RF-3 may be used and a control record may be maintained in accordance with the procedure for handling the flow of work under the regular agricultural conservation program.

The county offices will prepare Forms FCI-112-W, Application for Wheat Crop Insurance, and related forms and will forward such forms to the State office for verification after which they will be forwarded to the branch office of the Federal Crop Insurance Corporation for confirmation. All receipts (cash, money orders, checks, etc.) for premium payments will be forwarded by the county offices directly to the Federal Crop Insurance Corporation. There will accompany each application for insurance a receipt (FCI-113-W), showing the payment of the premium, or section 14(b) of the application will have been properly executed, showing the approval of a request for an advance by the Secretary. In cases where the amount of wheat on deposit equals or exceeds the premium due under the application, there will not be attached to the application an FCI-113-W nor will the signature of the applicant have been affixed in section 14(b). Upon approval of the application for insurance, the Federal Crop Insurance Corporation will mail to the applicant a notice of confirmation (Form FCI-118-W).

Members of the State committee and all persons working on applications for crop insurance should become thoroughly familiar with the instructions contained herein and with all pertinent provisions and instructions relating to the 1941 Crop Insurance Program. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the unit where the question arises and if such person is unable to answer the question satisfactorily, the case should be referred to the person in charge of the Application for Payment Section. If the person in charge of the Application for Payment Section cannot answer the question, he will refer it to the State committee, or to the crop insurance supervisor. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Wherever possible, errors made by the county office will be corrected in the State office and the county office will be advised of such corrections. Applications involving errors which cannot be corrected in the State office will be returned to the county office for correction.

As used herein the following terms shall have the following meanings:

1. ADVANCE means a loan to the applicant by the Secretary of Agriculture for the purpose of paying the applicant's premium for wheat insurance, such loan to be repaid from any payment determined to be due the applicant under any program administered by the Agricultural Adjustment Administration.
2. APPLICATION means a properly executed FCI-112-W which is the application for 1941 wheat crop insurance.
3. BASIC MARKET means the market designated by the FCIC for computation of the cash equivalent of premiums, deposits, refunds, or indemnities for the area in which the farm is located.
4. CROP YEAR means the period within which a wheat crop is normally seeded and harvested. A crop year will be designated by the calendar year in which the wheat is harvested.
5. FCIC means the branch office of the Federal Crop Insurance Corporation.
6. HARVESTING means the severance of mature wheat.
7. HARVESTING AS GRAIN means any severance of mature wheat for the purpose of using same as grain, whether threshed or not.
8. INSURED PERCENTAGE means the percentage of the adjusted average yield to be covered by the insurance. This percentage will be either 50 or 75 percent.
9. LISTING SHEET means the listing sheet upon which the yield and premium rate have been established by the FCIC. This may refer to the key, historical or appraised listing sheet.
10. PERSON means an individual, partnership, association, corporation, a State, a political subdivision of a State, or any agency thereof.

11. PRICE DIFFERENTIAL means the amount per bushel fixed by the FCIC to represent the difference in wheat prices for the applicable basic market and the county in which the farm is located, or the local shipping station for the farm, whichever the FCIC determines is applicable.
12. SECRETARY means the Secretary of Agriculture.
13. TOTAL INSURED PRODUCTION means the maximum number of bushels for which the insured may be indemnified under the insurance contract.
14. WHEAT CROP means all seeded winter wheat and spring wheat on the farm in any crop year which is normally harvested in that crop year but does not include volunteer or self-seeded wheat, succotash, or true-type winter wheat seeded in the spring.
15. YIELD OR ADJUSTED AVERAGE YIELD means the average of the recorded and appraised yields of wheat per seeded acre on the farm for the base period as adjusted by the FCIC, or the yield appraised on the basis of the adjusted average yield for a key farm, whichever is applicable.

The following forms will be used in connection with the 1941 Wheat Crop Insurance Program:

FCI-103-W, Wheat Listing Sheet
FCI-112-W, Application for Wheat Crop Insurance
FCI-112A-W, Schedule Application for Wheat Crop Insurance
FCI-113-W, Receipt
FCI-114-W, Deposits To Be Applied Toward Payment of 1941 Wheat Crop Insurance Premium
FCI-115-W, Transmittal Sheet
FCI-116-W, Notice of Acknowledgment of Forms FCI-115-W, Forms FCI-117-W, and Cash Items
FCI-117-W, Certification of Sale of Warehouse Receipts
FCI-118-W, Notice of Confirmation

PART I. RECORDS UNIT

The personnel of the Records Unit shall consist of receiving clerks, record clerks, and file clerks.

I. Instructions to Receiving Clerks

1. When Forms FCI-112-W and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
2. Determine that the State and county code, the correct transmittal number, and a date have been entered in the upper right-hand corner of FCI-115-W.

3. When Forms FCI-112-W accompanied by FCI-115-W are received, two clerks working together shall check the application numbers and the names of applicants as shown on Forms FCI-115-W against the corresponding data on FCI-115-W. Enter a check mark to the right of each application number on FCI-115-W for which there is included in the transmittal an FCI-112-W with the same number. Correct the name on FCI-115-W to agree with the printed name of the applicant on FCI-112-W.
 - a. If an FCI-112-W is received and the application number thereof is not listed on FCI-115-W, return such FCI-112-W to the county office with a request that it be listed on a subsequent FCI-115-W.
 - b. If an FCI-112-W is missing for an application number which is listed on FCI-115-W, determine whether a notation has been made in the last column of FCI-115-W to the effect that the application was suspended in the county office. Make the notation "Not Received in the State Office" on all copies of FCI-115-W if the notation "Suspended in County Office" has not been made.
 - c. If the State and county code has not been entered on an FCI-112-W, make such entry. If an application number has not been entered on an FCI-112-W or it is determined that an application number is in error, enter the correct number if it can be ascertained. If the correct number cannot be ascertained, prepare and attach RF-4 to the FCI-112-W.
4. Determine that for each application the following forms are present:
 - a. FCI-112-W
 - (1) Original (white)
 - (2) One copy (green)
 - b. FCI-113-W - one copy (green) if there is an entry on FCI-115-W in the column headed "Cash" or in the column headed "Warehouse receipt."
 - c. FCI-115-W
 - (1) One copy (green)
 - (2) One copy (yellow)

If any of such forms are missing, prepare and attach RF-4 to FCI-112-W. There may be other forms attached, such as FCI-117-W.

5. After Forms FCI-112-W have been checked against FCI-115-W, such forms shall be separated into lots. Each lot shall include the Forms FCI-112-W, the application numbers of which are listed on one sheet of FCI-115-W. Both receiving clerks shall sign their names on the reverse side of the State office copy of FCI-115-W and release the lot to the record clerk.

II. Instructions to Record Clerks.

1. Three times each month forward to the Director of the North Central Division a report showing the progress of the Wheat Crop Insurance Program in the State office. Such reports shall cover the periods from the 1st through the 10th, from the 11th through the 20th, and from the 21st through the last day of the month, respectively. No special forms are being provided for this purpose, but the following information shall be submitted with respect to Forms FCI-112-W.
 - a. Number of Forms FCI-112-W listed on FCI-115-W. Include in such total all forms listed on FCI-115-W even though such forms were not received from the county and were marked "Suspended in county office" or "Not Received in State Office." Do not include those listed on supplemental transmittals.
 - b. Number of Forms FCI-112-W suspended in county office. Include in such total the number of Forms FCI-112-W listed on FCI-115-W which were not received from the county with the regular transmittal. These will be marked "Suspended in county office" or "Not Received in State Office" on FCI-115-W.
 - c. Number of Forms FCI-112-W suspended in State office. If a case is suspended in the State office and returned to the county for correction and then is received in the State office on a supplemental transmittal and again suspended, it should be regarded as two suspensions.
 - d. Number of Forms FCI-112-W released to FCIC. Include in such total the number of approved cases forwarded to the FCIC either on a regular transmittal or on a supplemental transmittal. Include also Forms FCI-112-W previously suspended by FCIC and resubmitted.
 - e. Number of Forms FCI-112-W suspended by FCIC.
 - f. Number of Forms FCI-112-W forwarded to FCIC on which premium was paid by an advance. Do not include in such total Forms FCI-112-W which were previously suspended by FCIC. Obtain such data from FCI-115-W or from FCI-112-W.

III. Instructions to File Clerks.

1. Upon completion of the computation work in connection with Forms FCI-112-W and related forms, obtain the signature of a member of the State committee or an authorized representative of the State committee on the yellow copy of FCI-115-W.
2. Separate all suspended Forms FCI-112-W from those which are to be forwarded to the FCIC. Determine that the data on FCI-115-W for suspended cases have been deleted and that a notation appears in the last column indicating that the case is being returned to the county.
3. Distribute all forms as follows:
 - a. All suspended cases shall be forwarded to the Clearance Unit. Also forward to the Clearance Unit all Forms RF-5 showing corrections which have been made on cases which do not have to be returned to the county.
 - b. Forward to the FCIC:
FCI-112-W (original-white)
FCI-112A-W (original-white)
FCI-115-W (copy-yellow). If a supplemental FCI-115-W is prepared in the State office listing Forms FCI-112-W temporarily withheld in the State office, forward the original (white) and one copy (yellow) to the FCIC.
 - c. Forward to county office:
FCI-116-W (original-salmon)
FCI-118-W (copy-salmon)
 - d. File in State office:
FCI-112-W (copy-green)
FCI-112A-W (copy-green)
FCI-113-W (copy-green)
FCI-114-W (copy-green)
FCI-115-W (copy-green)
FCI-116-W (copy-green)
FCI-117-W (copy-green)
FCI-118-W (copy-green)

PART II. EXAMINATION UNIT

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, and review clerks. Upon receipt of a transmittal of Forms FCI-112-W, assign such forms to a pair of checking

clerks for verification of the entries on FCI-112-W against the corresponding entries on FCI-103-W. Thereafter such forms shall be assigned to an examining clerk for verification of the remaining entries on FCI-112-W and for verification of the entries on FCI-115-W and related forms.

The correction in any item which reduces the average yield, increases the premium rate per acre, or changes the insurance percentage or the applicant's interest in the wheat crop, must be initialed by the applicant and should therefore be returned to the county office for the applicant's initials. If any other item is found to be in error and the correct entry for such item can be determined, the incorrect item shall be circled and the correct entry shall be inserted in the nearest available space and initialed by the person making the correction.

When an entry on FCI-112-W is found to be incorrect and such entry cannot be corrected in accordance with the instructions contained herein, prepare and ~~attach~~ RF-4 indicating the reason for suspension. If an error can be corrected, the clerk making the correction shall prepare RF-5 showing which item has been corrected. Prepare and attach ~~RF~~-4 to any application on which the applicant has not initialed the necessary corrections. After the examination work has been completed, such forms shall be reviewed. Thereafter the suspended cases shall be placed on top of the lot and the lot transmitted to the Computation Unit.

I. Instructions to Checking Clerks for Checking Entries on FCI-112-W Against FCI-103-W.

1. Two clerks working together shall check the entries on FCI-112-W against the corresponding entries on the listing sheet approved by the FCIC.
 - a. Check the crop insurance farm number on FCI-112-W against the corresponding farm number on the listing sheet. Correct, if necessary.
 - b. Check the entry in paragraph 16, column A of FCI-112-W.
 - (1) This entry should not be in excess of the acreage allotment indicated in column 9 of FCI-103-W, if the allotment is 10 acres or more. If the allotment as indicated in column 9 of FCI-103-W is less than 10 acres, determine that the entry in 16A does not exceed 10 acres.
 - c. Check the adjusted average yield in paragraph 4, column B against column 16 of FCI-103-W.

- (1) If there is no entry in such column of the listing sheet, or if such entry does not represent the final approved yield, check such yield against the last revised column.
 - (2) If there is a work sheet attached to FCI-112-W showing that two or more farms have been combined, or that one farm has been split, check the individual yields on the memorandum attached to FCI-112-W against the corresponding yields on the listing sheet, and check the final yield on the memorandum against FCI-112-W. Determine that the work sheet was prepared in accordance with instructions in FCI-111-W.
- d. Check the premium rate per acre as entered in paragraph 4, column E against the corresponding data on the listing sheet.
- (1) The premium rate will be in column 22 or 23 of FCI-103-W if 75 percent has been entered in column C of FCI-112-W, or in column 26 of FCI-103-W if 50 percent has been entered in column C of FCI-112-W.
 - (2) If a farm has been combined or split, check the premium rate on FCI-112-W against the premium rate shown on the work sheet accompanying such FCI-112-W. Determine that the work sheet has been prepared in accordance with FCI-111-W.
- e. If the words "Winter" and "Spring" appear on separate lines in paragraph 4, column A of FCI-112-W and if the yield and premium rate opposite one of such words do not appear on an approved listing sheet, determine that a memorandum is attached indicating the method used in establishing such yield and rate. The same would be true if any special practices were listed in column A and one or more of such practices were not listed on approved listing sheets. For example, if a yield and rate have been established on the listing sheet for winter wheat and the insured intends to plant both winter and spring wheat and the county committee feels that the risks in connection with spring wheat and winter wheat are not comparable for that locality, a memorandum will be attached explaining why a lower yield or a higher rate has been established for the spring wheat. Such memorandum must be approved by a member of the State committee or his authorized representative.
- f. After all items on FCI-112-W have been checked to the proper items on FCI-103-W and found to be correct,

make entries on the listing sheet as follows:

- (1) Enter the crop insurance application number in column 3 of FCI-103-W. If an application number has already been entered in column 3, determine that the FCI-112-W being checked bears the same number as that entered in column 3 except that it is followed by a different identifying letter. The letter "T" designates a tenant and the letter "L" designates a landlord. If no identifying letter appears after an application number, determine that the applicant is entitled to 100 percent of the wheat crop. For example, if for crop insurance farm number K-72 application number 108-T has already been entered in column 3 of the listing sheet, determine that the FCI-112-W being checked, if it is for crop insurance farm number K-72, bears application number 108-L. Correct the serial number, if necessary, and make a corresponding correction on FCI-115-W. If a work sheet is attached to an FCI-112-W showing that two or more farms which were listed separately on FCI-103-W are covered by the FCI-112-W, enter in column 3 of FCI-103-W opposite the crop insurance farm number of each of such farms, the application serial number of the FCI-112-W. If a work sheet is attached to an FCI-112-W showing that a farm has been split, a separate application will be submitted for each separate tract. In such case enter the application numbers for each of the newly constituted tracts in column 3 of FCI-103-W.
 - (2) If the applicant is a tenant or field renter, or if he is receiving 100 percent of the wheat crop, enter in column (5) of the listing sheet the percentage shown in paragraph 4, column D of FCI-112-W.
 - (3) If the applicant is a landlord, enter in column(4) of the listing sheet the percentage shown in paragraph 4, column D of FCI-112-W.
 - (4) Determine that the sum of the percentages for an application does not exceed 100 percent. If such percentage is over 100 percent, suspend the last application, or if both applications have been listed on the same FCI-115-W, suspend both applications.
- g. If the data on FCI-112-W do not check with the listing sheet data, prepare and attach RF-4, but do not make any entries on the listing sheet.

- h. Upon completion of the checking of the entries on FCI-112-W against the listing sheet, the two checking clerks shall sign their names on the reverse side of the State office copy of FCI-115-W and shall forward the lot to an examining clerk.

II. Instructions to Examining Clerks

1. Make the following determinations with respect to FCI-112-W:

- a. Determine that no alteration has been made in the printed matter.
- b. Determine that the name and address have been entered in paragraph 1.
- c. Determine that a description of the farm has been entered in paragraph 3.
- d. Make the following verifications with respect to paragraph 4.

(1) Column A - FOR SPECIAL PRACTICES

- (a) Where the yield and rate procedure for special practices has not been followed in the county, no entry should appear in column A, except where the words "Spring," "Winter," "Irrigated," "Durum," "Fertilizer," or "Non-irrigated" have been entered. In such cases the case will be handled the same as those involving special practices.
- (b) Where the yield and rate procedure for special practices has been followed in the county, all special practices followed on the farm must be listed in column A, unless the word "general" has been entered.

(2) Column B - ADJUSTED AVERAGE YIELD FOR FARM

- (a) Determine that there is an entry in column B. If special practices are listed in column A, determine that there is an entry in column B for each special practice listed in column A.

(3) Column C - INSURED PERCENTAGE

- (a) Determine that either the figure "75" or "50" has been entered in column C.
- (b) If special practices are shown in column A, determine that the percentage for all

practices is the same, that is, that all entries in column C are 75 percent or that they are all 50 percent.

(4) Column D - APPLICANT'S INTEREST IN WHEAT CROP

- (a) Determine that the applicant's percentage interest in the 1941 wheat crop has been entered in column D.

(5) Column E - PREMIUM RATE PER ACRE

- (a) Determine that a premium rate has been entered in paragraph 4, column E. If special practices have not been listed in column A, determine that such rate is not less than the minimum premium rate per acre which is .50 bushel for 75 percent insurance and .30 bushel for 50 percent insurance.

- (b) If special practices have been entered in column A, determine that a premium rate has been entered for each special practice. Such rates may be less than the minimum rates specified above.

e. Where price differentials have been established on a county basis, no entry will have been made in paragraph 5 of FCI-112-W. However, where the prices for the computation of premiums are established on the basis of the local delivery point, there must have been entered in paragraph 5 the local delivery point for the farm. Such local delivery point must also appear on the freight rate schedule.

f. Determine that there has been entered in paragraph 6 the class of wheat to be used for payment of the premium, and that such class of wheat is shown on the price card.

- (1) The class of wheat must be one normally grown in the locality.

- (2) The following classes of wheat may be designated:

Red Winter	Dark Northern Spring
Hard Winter	Northern Spring
Soft White	Western White
Hard White	Hard Amber Durum
Western Red	

g. Determine that the signature of the applicant whose name has been entered in paragraph 1, has been affixed in paragraph 14, in accordance with the instructions contained in ACP-16 and that a date has been entered opposite the signature.

- (1) If the payment of the premium was made by cash, check, money order, bank draft, warehouse receipt, or application of deposit, the signature and date thereof shall appear in 14a.
- (2) If all or a part of the premium payment is made by an advance from the Secretary, the signature and date thereof should appear in 14b.

If the applicant has signed in both 14a and 14b and the FCI-115-W indicates that all of the premium payment was made by cash, check, money order, bank draft, warehouse receipt, or application of deposit, the signature in 14b may be disregarded. In no instance will the fact that the signature has been affixed in both places be cause for suspension.

h. Determine that a county committeeman has signed in paragraph 15.

- (1) If there is no county committeeman's certification in paragraph 15, determine that a memorandum is attached to FCI-112-W indicating the reason for rejection by the county committee.
- (2) If FCI-112-W has been rejected by the county committee, determine that a line has been drawn through the data for such FCI-112-W on FCI-115-W and that a notation appears in the last column of FCI-115-W indicating such rejection. Delete such data on FCI-115-W if not already deleted.

i. Make the following determinations with respect to paragraph 16:

Corrections in paragraph 16 need not be initialed by the applicant, or by the county committee, but the county committee shall be notified of any corrections made in the State office by use of RF-5.

- (1) Determine that the name of the correct basic market has been entered in the blank space provided therefor and that the correct basic market price has been entered in item 16E. If the name of the correct basic market has not been entered in the space provided therefor, enter the name of the correct basic

market. The basic market price should be that shown on the price card bearing the serial number entered in paragraph 16. Determine that the price card used was that in effect on the date the application was signed. If a later price card was in effect on the day the insured signed in paragraph 14 of FCI-112-W than that used to determine the basic market price, refer the case to the person in charge of the unit to determine that the basic market price was put into effect as soon as possible. For example, if price card No. 43 was issued August 15, 1940, and the insured signed in paragraph 11 on August 17, 1940, refer the case to the person in charge of the unit if any price card issued prior to August 15 was used.

- (2) If there is an entry in item 16C verify such entry as follows:
 - (a) If the insured's name appears on FCI-114-W, and there is a memorandum showing the conversion of the 1940 deposit to an equivalent amount of wheat of the class used for payment of the 1941 premium, verify the number of bushels on deposit, the current basic market price, and the price differential. The number of bushels on deposit is shown on FCI-114-W. The current basic market price is shown on the price card bearing the serial number shown in paragraph 16 of FCI-112-W.
 - (b) If the entry in item 16C is equal to or less than the amount of the deposit as shown on FCI-114-W, or as shown on the memorandum showing a conversion from one grade to another, enter the 1941 application number and the number of bushels applied toward the payment of the premium in columns E and F, of FCI-114-W respectively.
- (3) Upon completion of the examination of all Forms FCI-112-W in the lot, sign on the reverse side of the State office copy of FCI-115-W and release the lot to a review clerk.

2. Make the following determinations with respect to FCI-112A-W:

- a. Ascertain that the State and county code, the schedule letter, sheet number, the number of sheets, and the name and address of the landlord or operator have been entered in the spaces provided therefor in the heading of this form.

- b. Ascertain that the information required in columns B, E, F, G, H, I, J, L, and M has been correctly transferred from the individual Forms FCI-112-W.
 - c. Ascertain that the name of the operator and the application number for each Form FCI-112-W have been inserted on Form FCI-112A-W.
 - d. Ascertain that a master Form FCI-112-W has been properly prepared for the related Forms FCI-112A-W in accordance with Section IX of FCI-111-W.
3. Make the following determinations with respect to FCI-113-W:
- a. Determine that the State and county code and application number and the 1941 Wheat Listing Sheet farm number have been entered in the upper right-hand corner of the form.
 - b. Determine that the name of the applicant agrees with the name of the applicant as indicated on the Form FCI-112-W to which the FCI-113-W is attached.
 - c. Determine that a check mark has been entered indicating whether all or a part of the premium payment was made by "money order," "bank draft," "cash," "check" or "advance by the Secretary."
 - (1) If part of the premium payment is being made by an advance from the Secretary, a check mark must appear in the space provided therefor and a check mark may also appear in one of the other spaces if part of the premium payment was made by cash in one of the forms indicated.
 - d. Determine that the amount of the premium payment which was made by money order, bank draft, cash, or check has been entered in the space provided therefor in paragraph 1.
 - e. If all or a part of the premium payment was made by means of a warehouse receipt, determine that all of the entries in paragraph 2 of FCI-113-W have been properly made.
 - f. Determine that Form FCI-113-W has been properly dated and signed by the person who received the collection.
4. Make the following determinations with respect to FCI-115-W:
- a. Determine that that the State and county code, transmittal number, and the date of transmittal to the branch office have been inserted in the spaces provided therefor in the upper right-hand corner of the form.

- (1) If the Forms FCI-112-W included on the transmittal are applications which were previously suspended and deleted from the previous transmittal, there will have been entered in the space provided for the transmittal number the word "supplemental."
 - b. Determine that the information listed in column B, C, D, E, and F has been correctly transferred from the Form FCI-112-W the serial number of which appears in column A.
 - (1) At the time the entries in these columns are verified, an examination should be made to ascertain that the date shown in paragraph 14 of Form FCI-112-W indicates that Form FCI-115-W is being prepared and transmitted to the branch office promptly.
 - (2) If any of the entries in Form FCI-115-W do not agree with the proper entries on Form FCI-112-W, the incorrect entry shall be circled and the correct entry shall be inserted in the nearest available space. Such corrections shall be initialed by the person making such entry.
 - (3) Delete the data on FCI-115-W for all Forms FCI-112-W which cannot be approved and forwarded to the branch office of the Federal Crop Insurance Corporation.
 - c. Determine that any amounts appearing in columns E and F agree with the amounts indicated on such related Forms FCI-113-W or Forms FCI-117-W which must have been transmitted with the lot.
5. Make the following determination with respect to FCI-117-W.
- a. If Form FCI-115-W indicates that premium payments have been made by means of a negotiable warehouse receipt, determine that Form FCI-117-W has been prepared in accordance with the instructions contained in FCI-111-W.

III. Instructions to Review Clerks.

Review Forms FCI-112-W and FCI-115-W in accordance with the procedure set forth herein for examination of such forms.

PART III. COMPUTATION UNIT

The personnel of the Computation Unit shall consist of computation clerks.

FRACTIONS

In computing yields per acre fractions shall be rounded to the

nearest tenth of a bushel. In computing premium rates fractions shall be rounded to the nearest hundredth of a bushel.

When computing total acreage of wheat fractions shall be rounded to the nearest tenth of an acre. In all other instances when computing bushels other than yields per acre or premium rates, fractions shall be rounded to the nearest whole bushel.

In making computations under the 1941 program, carry the computation to one digit beyond the digit that is to be rounded. If the extra digit computed is 1, 2, 3, or 4, round downward. If the extra digit computed is 6, 7, 8, or 9, round upward. If the extra digit computed is 5, it will be necessary to carry the computation to still another digit. Then if the two extra digits are 50, the rounding shall be downward. Ignore all figures beyond the two extra digits. If the two extra digits are 51 or any higher figure, the rounding shall be upward.

FOR EXAMPLE:	Result of computation	Rounded bushels
Total premium	26.4	26
	26.50	26
	26.51	27
Total insured produc-	1,180.4	1,180
tion.	1,180.50	1,180
	1,180.51	1,181
Adjusted average yield	10.34	10.3
	10.550	10.5
	10.551	10.6
Premium rates per acre	1.364	1.36
	1.3650	1.36
	1.3651	1.37

I. Instructions to Computing Clerks

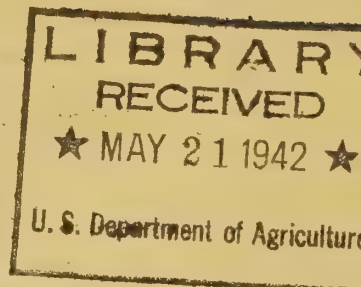
1. Make the following computations with respect to FCI-112-W.
 - a. If there is a work sheet memorandum attached to FCI-112-W indicating that a listing sheet farm has been split or that two or more listing sheet farms have been combined, check the adjusted average yield in column B, and the premium rate per acre in column E by verifying the computations on the work sheet memorandum. If any of such computations are found to be in error, prepare and attach RF-4.
 - b. Verify the entry in paragraph 16, column B by multiplying the acreage in paragraph 16, column A by the premium rate in paragraph 4, column E. The result should be rounded to whole bushels. This result should then be multiplied by the applicant's interest in the

1941 wheat crop and this result should also be rounded to whole bushels. In no case shall the total premium for any insurance contract be less than one bushel.

- (1) If special practices are shown in paragraph 4, column A, verify the entry in paragraph 16, column B for each practice.
 - (2) If the premium rate per acre for any special practice as shown in column E of paragraph 4 is less than the minimum (0.50 bushel for 75 percent and 0.30 bushel for 50 percent insurance) determine that the total of column B is equal to or larger than the product of the total of column A multiplied by the minimum premium rate and such result multiplied by the entry in paragraph 4, column D.
- c. If a work sheet memorandum is attached showing a conversion of a 1940 deposit from one class of wheat to another, verify the computations on such work sheet memorandum. Correct item 16C of FCI-112-W, if necessary, and also make corresponding corrections on FCI-115-W.
 - d. Verify any entry which may appear in paragraph 16, column D by subtracting from item 16B the entry in item 16C. If the entry in 16C is larger than the entry in 16B, the word "none" should have been entered in 16D.
2. Make the following computations with respect to FCI-115-W.
 - a. Determine that the totals of columns C, D, E, and F represent the totals of all entries in such columns after the necessary corrections and deletions have been made.
 3. After all computation work on Forms FCI-112-W and FCI-115-W has been completed, sign on the reverse side of FCI-115-W and release the lot to the file clerk in the Records Unit.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR
1941 WHEAT CROP INSURANCE AND RELATED FORMS IN THE
STATES IN THE NORTH CENTRAL REGION.

GENERAL

The instructions contained herein shall be followed in the Application for Payment Sections in the States in the North Central Region in connection with the handling of notices of seeding, transfers of interest, transmittal sheets, and other related forms with respect to 1941 wheat crop insurance. For the purpose of maintaining adequate records of the work flowing from one unit to another, Forms RF-3 may be used and a control record may be maintained in accordance with the procedure for handling records of the flow of work under the regular agricultural conservation program.

The county office will prepare Forms FCI-119-W, Notice of Seeding, FCI-121-W, Transfer of Interest, and related forms, and will forward Forms FCI-119-W to the State office listed on FCI-122-W, 1941 Wheat Notices of Seeding, Transmittal Sheet, accompanied by FCI-121-W, if any. These forms will be verified and forwarded by the State office to the branch office of the FCIC.

Forms FCI-121-W may be received together with the FCI-119-W for the applicable application number or may be forwarded to the State office subsequent to the transmittal of FCI-119-W. If received with the FCI-119-W, such forms will be examined together with the FCI-119-W. If the FCI-121-W is received after the FCI-119-W has been forwarded to the FCIC, such form will be examined and checked to the State office copy of FCI-119-W, necessary adjustments made in the Register of Indebtedness and on the State office copy of FCI-122-W, and the original copy of FCI-121-W forwarded to the FCIC. In such instance, the Chief of Party of the General Accounting Preaudit Office will be notified of the adjusted amount of the indebtedness by memorandum.

Members of the State committee and all persons working on forms in connection with crop insurance should become thoroughly familiar with the instructions relating to the 1941 Crop Insurance Program. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the unit where the question arises and if such person is unable to answer the question satisfactorily, the case should be referred to the person in charge of the Application for Payment Section. If the person in charge of

the Application for Payment Section cannot answer the question, he will refer it to the State committee, or to the crop insurance supervisor. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Wherever possible, errors made by the county office will be corrected in the State office and the county office will be advised of such corrections. Forms involving errors which cannot be corrected in the State office will be returned to the county office for correction.

As used herein, the following terms shall have the following meanings:

1. Notice of Seeding means Form FCI-119-W which is used for the purpose of indicating the acreage seeded to wheat on the farm and any change from the acreage and practices specified in Form FCI-112-W.
2. Transfer of Interest means the transfer by the insured of all or a part of his interest in the entire insured crop prior to the time of loss, which must be made in accordance with the regulations and on the Form FCI-121-W.
3. Transfer of Acreage means the transfer by the insured of his entire interest in a portion of the acreage covered by the application.
4. Other terms and their meanings are outlined in NCR-State 508(CI), issued July 24, 1940.

PART I - PFCORDS UNIT

A. Instructions to Receiving Clerks:

1. When Forms FCI-119-W, FCI-122-W, and related forms and papers are received, stamp the date of receipt on the back of each form and related paper.
 - a. If any Forms FCI-121-W accompany the transmittal, they should be attached to the Form FCI-119-W to which they relate.
2. The transmittal sheets will have been numbered beginning with sheet number "1" for the first sheet in the first transmittal. Determine that the State and county code, the next consecutive transmittal sheet number, and date have been entered in the upper right-hand corner of FCI-122-W.

3. Two clerks working together shall check the application numbers and names of applicants as shown on FCI-119-W against the corresponding data on FCI-122-W.

a. Determine that there are listed on FCI-122-W the application numbers for all Forms FCI-112-W which were listed on FCI-115-W for the county. If all applications are not accounted for on FCI-122-W, request the county office to prepare and submit an FCI-122-W accounting for the balance of the applications for the county, and do not release the transmittal of Forms FCI-119-W to the Branch Office until the balance of the Forms FCI-112-W have been accounted for.

(1) If an FCI-119-W is received with an FCI-167-W prior to the first regular transmittal of Forms FCI-119-W, it will only be necessary that the FCI-122-W include the Form(s) FCI-119-W being submitted with the FCI-167-W. The FCI-122-W should indicate that it is a "preliminary transmittal" and includes only such Forms FCI-119-W necessary to the statement in proof of loss.

b. Enter a check mark to the right of each application number on FCI-122-W for which there is included in the transmittal an FCI-119-W with the same number.

(1) An application number must appear successively as many times as there are persons who are interested in the wheat crop and who executed a Form FCI-112-W. The tenant's application number followed by the letter "T" should have been entered first and the landlord's application number followed by the letter "L" should have been entered on the next succeeding line. If the applicant is an owner-operator, the application number for the farm will be listed only once and will not be followed by a letter.

c. If an FCI-119-W is received, which appears to be complete but for which the data have not been entered in columns (D), (E), (F), (G), (H), (I), and (J), of FCI-122-W, such form shall remain in the transmittal and the entries will be made in the appropriate columns by an examining clerk.

d. If an FCI-119-W is not received for an application number listed in column (A) of FCI-122-W, determine that the reason such form is missing, as "delayed" or some other explanatory note, has been entered in lieu of the information in columns "(D)" to "(J)", inclusive.

- e. If more than one FCI-119-W is received for the same application number and the designation "L" or "T" is the same on each, determine that there is attached thereto a Form FCI-121-W. In such case the name of the insured on one of the Forms FCI-119-W should be followed by the word "transferor" and the name of the insured on the other Form FCI-119-W should be followed by the word "transferee." These words should also have been entered following the names of the original applicant and the transferee on FCI-122-W.
 - f. If two names appear on FCI-122-W, one indicated as transferor and the other as transferee, and there is no Form FCI-121-W attached to the FCI-119-W, both names shall have been entered on FCI-119-W.
 - g. If the State and county code has not been entered on FCI-119-W, make such entry. If the correct serial number cannot be ascertained, prepare and attach RF-4.
4. Upon receipt of supplemental transmittals, determine that the first sheet of each supplemental transmittal bears the next consecutive transmittal sheet number following that of the last sheet of the previous transmittal of FCI-119-W and that the supplemental Forms FCI-122-W are numbered consecutively. Each transmittal sheet number in any transmittal subsequent to the transmittal containing the complete list of all application serial numbers for a county, must be preceded by the word "Supplemental."
- a. Check the supplemental transmittal to determine that each FCI-119-W listed thereon was indicated as "Delayed" or "Suspended in State office," etc., on the original transmittal.
 - b. For each Form FCI-119-W included in the supplemental transmittal, make an appropriate cross-reference opposite the applicable serial number listed on the State office copy of the original transmittal by entering the number of the supplemental transmittal sheet on which the FCI-119-W was actually transmitted to the State office.
 - c. If an FCI-119-W is received on a supplemental transmittal and is suspended, appropriate notation shall be made on the State office copy of FCI-122-W in the original transmittal to indicate such fact. The purpose of checking the forms received on supplemental transmittals against the State office copy of the original FCI-122-W is to prevent duplication and to determine when all Forms FCI-119-W have been received or accounted for.

5. When a Form FCI-122-W is received in the State office indicating that it is the final supplemental transmittal, the State office copy of the original FCI-122-W shall be checked to determine that one or more Forms FCI-119-W have been received for all application numbers listed thereon or that they have been otherwise accounted for.
6. The Forms FCI-119-W shall be matched with the State office copies of the related Forms FCI-112-W. If a revised FCI-112-W has been received and approved by the State office, the revised form should also be attached to the FCI-119-W to which it relates. Likewise, if more than one Form FCI-119-W was prepared for an FCI-112-W because of a transfer of interest, all such Forms FCI-119-W should be attached to the applicable Form FCI-112-W.
7. Separate all forms into lots (each lot containing the forms listed on one sheet of FCI-122-W) and release the lots to the record clerk.
8. If Forms FCI-121-W, Transfer of Interest, are received after the applicable Form FCI-119-W has been forwarded to the branch office of the FCIC, withdraw and attach thereto the State office copies of the applicable Form FCI-112-W, FCI-119-W, and other related forms or memoranda and forward to the Examination Unit.
9. If revised Forms FCI-119-W and/or FCI-122-W are received after the originals of such forms have been forwarded to the branch office of the FCIC, withdraw and attach thereto the State office copies of the originals of such forms and forward to the Examination Unit.

B. Instructions to Record Clerks.

1. After Forms FCI-119-W are received in the State office, the periodic report to the Director of the North Central Division shall include
 - a. The number of Forms FCI-119-W received from the county office.
 - (1) This number will include all forms actually received from the county office whether received in the original or in a supplemental transmittal, minus the number suspended by the State office.
 - b. The number of Forms FCI-119-W suspended by the State office.

- (1) If a Form FCI-119-W is suspended twice it should be counted as two suspensions.
 - c. The number of Forms FCI-119-W forwarded to the branch office of the FCIC.
 - (1) The number will be the number actually forwarded to the branch office of the FCIC minus the number suspended by the branch office.
 - d. The number of forms suspended by the branch office.
2. Upon receipt of the State office copy of Forms FCI-122-W, together with the State office copies of approved Forms FCI-119-W from the Computation Unit, the originals of which are being forwarded to the branch office of the FCIC, prepare RF-12 in duplicate for each applicant listed in column (C) of the FCI-122-W for whom the entries in column (G) thereof indicate that all or a part of the premium payment was made by an advance from the Secretary.
- a. If the amount of the advance has been entered in column (G) opposite the names of both the transferor and transferee, and the amount opposite the name of the transferee has been circled, prepare an RF-12 for each person for the entire amount of the advance and cross-reference both cards so that a set-off from payments to either person will liquidate the indebtedness to both persons in a like amount. The RF-12 should indicate whether the party is the "transferor" or "transferee."

If an application for payment under any farm program is received in connection with which the transferor will receive a payment, the entire amount of the advance shall be set off against the payment to the transferor. If an application for payment under any farm program is received from the transferee, the State office shall ascertain whether the transferor will earn a sufficient payment to liquidate the entire amount of the advance. If a sufficient payment is earned by the transferor, the transferee's payment will not be liable to a set-off for the crop insurance premium advance. If the transferor will not earn a payment sufficient to liquidate the entire advance, the State office shall determine the proportionate share of the advance chargeable against the transferee by reason of the transfer and shall set off such amount against the transferee's payment.

3. Upon receipt of Forms FCI-121-W from the Examination Unit which are received after the applicable FCI-119-W has been forwarded to the branch office of the FCIC:

- a. If the premium was paid by an advance, withdraw from the RF-12 file the RF-12 for the person or persons for whom such cards were prepared from the original FCI-122-W. Prepare a new card for the transferee and, if necessary, adjust the amount of the advance on the original card prepared for the transferor as indicated in the copy of the memorandum to the General Accounting Preaudit Office.
- b. After necessary adjustments are made in the Register of Indebtedness, or if the State office copy of the FCI-119-W indicates that no part of the premium payment was made by an advance from the Secretary and there is no copy of a memorandum to the General Accounting Preaudit Office attached, release the Forms FCI-121-W (including the State office copy of the original FCI-119-W) to the file clerk.

C. Instructions to File Clerks.

1. Upon completion of the examination and computation work in connection with the original or supplemental transmittals of FCI-119-W and related forms, enter on the last sheet of FCI-122-W in the transmittal the words, "This transmittal includes sheet numbers _____ to _____, inclusive," and enter the numbers of the first and last sheets of FCI-122-W in the transmittal. Obtain the signature of a member of the State committee or of a duly authorized representative of the State committee, on the original of the last sheet of Form FCI-122-W in the transmittal.
2. Distribute all forms as follows:
 - a. Forward to the Clearance Unit all Forms RF-5 attached to Forms FCI-119-W and any Forms FCI-119-W which have been suspended.
 - b. Forward to the branch office of the FCIC:
 - (1) FCI-119-W (original-white)
 - (2) FCI-121-W (original-white)
 - (3) FCI-122-W (original-white and one copy-yellow)
 - c. Forward to the county office:
 - (1) FCI-119-W (copy-yellow to be forwarded to the applicant)

- (2) Duplicate copy of any RF-12 which was prepared in the State office because of premium payment by an advance from the Secretary.
- d. File in the State office:
 - (1) FCI-119-W (copy-green)
 - (2) FCI-121-W (copy-green)
 - (3) FCI-122-W (copy-green)
- e. Forward to the General Accounting Preaudit Office.
 - (1) FCI-122-W (copy-white)
3. If Forms FCI-121-W are received after the applicable Forms FCI-119-W have been forwarded to the FCIC, forward the original (white) to the FCIC and file the green copy with the copy of the appropriate FCI-119-W in the State office file.
 - a. If an adjustment in the Register of Indebtedness was necessary because of a transfer of interest, forward to the Chief of Party of the General Accounting Preaudit Office the memorandum of explanation and file the copy of such memorandum with the State office copy of the FCI-122-W on which the FCI-119-W for the transferor was transmitted to the State office.
4. Distribution of original and copies of revised Forms FCI-119-W and FCI-122-W shall be made in the same manner as for the initial transmittals and the State office copies of such revised forms shall be filed in the State office together with those originally received.

PART II - EXAMINATION UNIT

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, review clerks, and file clerks.

When an entry on Form FCI-119-W, other than an entry in columns (A) and (B) of Part II, or an entry on FCI-122-W is found to be incorrect, correct such entry by drawing a light line through the incorrect entry and enter the correct entry in the nearest available space. All corrections shall be initialed by the clerk making such corrections. If for any reason an FCI-119-W must be suspended, prepare and attach an RF-4 to such form. In all cases where reference is made to FCI-112-W, FCI-119-W, or FCI-122-W, and revised forms have been received in the State office, the reference shall be deemed to be applicable to the revised forms.

I. Notice of Seeding, FCI-119-W.

A. Make the following determinations with respect to Part I of Form FCI-119-W.

1. Verify the State and county code and application number and determine that they agree with those shown on Form FCI-112-W.
2. Determine that the ACP farm serial number has been entered.
3. Determine that the name and address of the insured have been entered in the spaces provided therefor.
 - a. The name of the insured should agree with the name of the applicant appearing in paragraph 1 of Form FCI-112-W except
 - (1) Where a completely executed Form FCI-121-W is attached indicating the transfer of the entire interest in the crop, in which case the name of the insured should be the name of the transferee as entered in Part I of Form FCI-121-W.
 - (2) Where a completely executed Form FCI-121-W indicates the transfer of a portion of the interest in the entire crop in which case two Forms FCI-119-W will have been prepared, one in the name of the transferor and the other in the name of the transferee, each indicating in column (F) their respective interest in the wheat crop.
 - (3) Where a transfer of acreage has taken place after the time of seeding, in which case the names of both the transferor and transferee should have been entered on FCI-119-W with the word "Transferor" or "Transferee" opposite each name to properly identify the party.
4. Determine that the 1941 wheat acreage allotment, or the 1941 permitted acreage for the farm have been entered in the spaces provided therefor.
 - a. Where the wheat acreage allotment has been revised after execution of Form FCI-112-W, Form FCI-119-W should have been prepared in accordance with case 8 of Section XVI of Form FCI-111-W.

B. Make the following determinations with respect to Part II of Form FCI-119-W.

1. Determine that practices listed in column (A) of FCI-119-W are practices which were listed in column A of paragraph 4 of FCI-112-W.
 - a. If there are any special practices entered in column (A) of Part II which were not indicated in column A of paragraph 4 of FCI-112-W, determine that the yield and premium rate per acre have been approved on the special practice listing sheets for such county. If the special practice indicated on FCI-119-W is a practice which was not approved for the farm on the listing sheet, refer the case to the State committee.
2. Determine that there is an entry in column (B).
 - a. Where special practices are indicated in column (A), determine that there is an entry in column (B) opposite each special practice entered in column (A).
3. Determine that the entry in column (C) is the same as the entry in column (B) for each practice shown, unless the total of the entries in column (B) is greater than the wheat acreage allotment, permitted acreage, or the acreage used for the computation of premium as shown in column A of paragraph 16, of Form FCI-112-W, in which event the total of the entries in column (C) should be the acreage allotment, permitted acreage, or the acreage used for the computation of premium as shown in column A of paragraph 16, of FCI-112-W, whichever is the smaller. (An exception will be those cases where the acreage used for the computation of premium was determined in accordance with Section XVI of FCI-111-W, in which case there will be where required a memorandum attached explaining the reason therefor.)
4. Determine that entries in column (D) agree with entries in column B of paragraph 4 of FCI-112-W, or that a notation has been entered on the FCI-119-W indicating that an appeal has been approved. In such case, determine that the approved yield agrees with the approved listing sheet.
5. Determine that the entry in column (E) agrees with the entry in column C of paragraph 4 of FCI-112-W.
6. Determine that the entry in column (F) does not exceed the entry in column D of paragraph 4 of FCI-112-W. If the insured had no interest in the wheat crop at the beginning of the seeding of such crop, the following statement should

have been entered in Part II of FCI-119-W:

"The insured named above in Part I, had no interest in the wheat crop seeded on the farm covered by the above identified insurance contract at the time of the beginning of the seeding of such wheat crop."

If FCI-121-W was not executed before seeding where the transfer of interest was actually made prior to seeding, the insurance contract will be effective only with respect to the transferor's interest at the time of the beginning of the seeding of the wheat crop.

7. Determine that the entry in column (H) is the same for each practice as the corresponding entry in column E of paragraph 4, of FCI-112-W, unless the premium rate has been appealed, in which case if the appeal has been approved there will be a notation indicating that an appealed premium rate has been approved.
- C. Determine that a member of the county committee has signed in Part III, and that the date of his signature has been entered in the space provided therefor.
- D. Make the following determinations with respect to Part IV of FCI-119-W.
 1. Determine that the entry in item a is the total of the entries in column (I) of Part II.
 2. If there is an entry in column C of paragraph 16, of FCI-112-W, determine that the 1940 application number has been entered in the space provided therefor in item b, and that the number of bushels entered in item b agrees with the entry in column C of paragraph 16 of FCI-112-W. The 1940 application number shall be checked to column A of the State office copy of FCI-114-W for the county.
 3. If the entire premium was paid by the application of a 1940 deposit and an entry has been made in item d, determine that there is attached to the FCI-112-W, a memorandum indicating that the redeposit for future premium was requested by the applicant at the time the FCI-112-W was signed. Determine that such entry does not exceed the entry in item a.
 4. Determine that a check mark has been entered in one of the blocks indicating whether the premium payment was made by ACP advance, cash, warehouse receipt, or partly by an ACP advance and partly by cash or warehouse receipt.
 5. If the farm or tract covered by Form FCI-119-W was combined with another farm(s) or tract(s) under one operation under the agricultural conservation program, as indicated by the

ACP farm serial number in the heading of the FCI-119-W, determine that a check mark has been entered in the block provided therefor.

II. 1941 Wheat Notices of Seeding Transmittal Sheet, Form FCI-122-W.

If there is included in the transmittal a Form FCI-119-W which is acceptable but the data for such form have not been entered on Form FCI-122-W in columns (D) to (J), inclusive, the appropriate entries shall be transferred from the FCI-119-W to the FCI-122-W.

A. Make the following determinations with respect to the entries on FCI-122-W.

1. Determine that the ACP farm serial number has been entered in column (B).
2. Determine that the name of the insured has been entered in column (C) as shown in Part I of Form FCI-119-W.
 - a. In every case where there has been a transfer of all or a portion of the interest in the insured crop, or a transfer of the entire interest in a portion of the wheat crop (transfer of acreage), the names entered in column (C) should be followed by the words "Transferor" or "Transferee", as the case may be.
3. The entries in columns (D), (E), (F), (G), (H), and (I) shall be verified as follows:
 - a. Where there is a transfer of interest and Form FCI-121-W has been signed by both the transferor and transferee,
 - (1) In case of a transfer of the entire interest, the data should have been entered opposite the name of the transferee. No entries should appear in these columns opposite the name of the transferor.
 - (2) In case of the transfer of a portion of the entire interest, the data as shown on the respective Forms FCI-119-W executed for the transferor and transferee should appear opposite the respective names.
 - b. Where there has been a transfer of interest and Form FCI-121-W has not been signed by both the transferor and transferee,
 - (1) In case of a transfer of the entire interest, the data should have been entered opposite the name of the transferor, including the full amount of

the ACP advance, if any, in column (G). The full amount of the ACP advance should also appear in column (G) opposite the name of the transferee. The amount entered opposite the name of the transferee should be circled. No other entries need appear opposite the name of the transferee.

- (2) In case of the transfer of a portion of the entire interest, the data should have been entered opposite the name of the transferor, including the full amount of the ACP advance, if any, in column (G). In such cases, enter on all copies of FCI-122-W in column (G), opposite the name of the transferee, the entire amount of the ACP advance, if any, and circle such entry. No other entries should have been entered opposite the name of the transferee.
- c. If a transferor and a transferee are indicated on FCI-119-W and in column (C) of FCI-122-W, and there is no FCI-121-W attached, it may be presumed that there was a transfer of acreage after seeding, in which case the data will have been entered opposite the name of the transferor on the FCI-122-W. In such cases, enter in column (G), opposite the name of the transferee, the entire amount of the ACP advance, if any, and circle such entry.
 - d. In the following instances no entries will have been made in columns (D) to (I), inclusive, except the notations indicated, although Form FCI-119-W should have been included in the transmittal:
 - (1) Where the applicant had no interest in the wheat crop seeded on the farm covered by the insurance contract at the time of the beginning of the seeding, the notation "No interest in the Wheat Crop" will have been entered.
 - (2) Where no wheat was seeded for harvest as grain on the farm covered by the insurance contract, the notation "No Wheat Seeded" will have been entered.
 - e. Determine that the entry in column (D) is the same as the total of the entries in column (G) of Part II of FCI-119-W.
 - f. Determine that the entry in column (E) is the same as the total of the entries in column (I) of Part II of FCI-119-W.
 - g. Determine that the entry in column (F) is the same as the entry in item b of Part IV of FCI-119-W.

- h. Where the box in Part IV of FCI-119-W indicates that the premium payment was made only by an ACP advance, determine that the entry in column (G) is equal to the entry in item f of Part IV of FCI-119-W.
- i. If a check mark has been entered in the box in Part IV, of FCI-119-W, indicating that the premium payment was made by "Cash," the entry in column (H) should agree with the entry in item f of Part IV of FCI-119-W, except,
- (1) Where the cash payment was less than the amount of the premium due as shown in Part IV, item f of FCI-119-W, the amount entered in column (H) will be the amount of cash received as indicated on the State office copy of FCI-113-W. In this case the entry in column (G) of Part II of FCI-119-W will have been adjusted to show the decreased total insured production and a notation should have been entered on FCI-119-W indicating the reason for the adjustment.
 - (2) Where there has been a cash deposit for future premiums the entry in column (H) should be the sum of the entries in items f and g of Part IV of FCI-119-W.
- j. If a check mark has been entered in the box in Part IV of FCI-119-W indicating that the premium payment was made by a "Warehouse Receipt," the entry in column (H) should agree with the sum of the entries in items f and g of Part IV of FCI-119-W. This entry should also agree with the amount shown as having been received from the sale of the warehouse receipt as shown on the State office copy of FCI-117-W.
- k. If a check mark has been entered in the box entitled "ACP advance and cash or warehouse receipt," determine that entries have been made in both column (G) and column (H) of FCI-122-W.
- (1) The entry in column (H) will be the amount of cash received as shown on the State office copy of FCI-113-W or the amount received from the sale of the warehouse receipt as shown on the State office copy of FCI-117-W.
 - (2) The entry in column (G) will be the difference between the entry in column (H) and the entry in item f of Part IV of FCI-119-W.

Only in this case will entries have been properly made in both columns (G) and (H) of FCI-122-W.

1. Determine that the entry in column (I) is the same as the entry in item d of Part IV of FCI-119-W.
4. Determine that the entry in column (J) is the same as the entry in column (C) of Part II of FCI-119-W.
 - a. Where there is an application from both the landlord and the tenant, the insured acreage for the farm shall have been entered only opposite the "T" application and the space opposite the "L" application shall have been left blank. Where Form FCI-121-W has been executed and the names of the transferor and the transferee are listed separately (where two Forms FCI-119-W have been prepared or where both names appear on one FCI-119-W) the total insured acreage for the farm covered by the original application will appear opposite the name of the transferor only.
5. Determine that a member of the county committee has signed in the space provided for his signature.
- B. If it is necessary to suspend a Form FCI-119-W, delete the data for columns (D) to (J), inclusive, of FCI-122-W, and enter the words "Suspended in State office."
- C. Supplemental transmittals of Forms FCI-119-W which were marked "Delayed" on the original transmittal or which were suspended in the State office shall be examined in the same manner as original transmittals.
- D. The final transmittal shall include all Forms FCI-119-W which have not been completely executed, and the information listed on Form FCI-122-W shall be obtained from the FCI-112-W. This transmittal shall also bear the notation "Final Supplemental" immediately preceding the transmittal sheet number.
 1. Whenever it appears that the work in the county office in connection with Forms FCI-119-W has progressed to a point where the county office will be unable to complete the balance of the Forms FCI-119-W which are to be submitted, the State committee will notify the county office to prepare a final transmittal including thereon all incomplete Forms FCI-119-W, attaching thereto a memorandum, or indicating in the proper space the reason the FCI-119-W cannot be completed, and transmit such forms to the State office. The data for FCI-122-W in such instances shall be obtained from the data on FCI-112-W and the transmittal indicated as "final supplemental transmittal."

- E. Upon receipt of Forms FCI-119-W and FCI-122-W from the county office indicating that such forms are "Revised," examination of such forms shall be made in accordance with this procedure.

III. Transfer of Interest - Form FCI-121-W.

A. Make the following determination with respect to Form FCI-121-W;

1. Determine that the State and county code and application number agrees with that shown on the FCI-119-W to which the transfer of interest form relates.
2. Determine that the name and address of the transferee, the percent of the interest transferred, and the respective interests in the wheat crop after transfer have been entered in the spaces provided therefor in Part I.
3. If the signatures of both the transferor and transferee have been affixed in the spaces provided therefor, determine that the signatures have been witnessed and that a date has been entered in the space provided therefor.
4. Determine that the form has been approved by the county committee as evidenced by the signature of a member of the county committee in the space provided in the lower left-hand corner of the form.
5. If the Form FCI-121-W is received after the applicable Forms FCI-119-W and FCI-122-W have been transmitted to the branch office and the State office copy of the applicable Form FCI-119-W indicates that the premium payment was made in whole or in part by means of an advance and such advance has not been previously liquidated, prepare a memorandum, in duplicate, for the signature of a member or representative of the State committee, preferably the person who certified the FCI-122-W on which the FCI-119-W was transmitted to the branch office, addressed to the Chief of Party of the General Accounting Preaudit Office, setting forth therein the number of the crop insurance application, the name of the transferor and the name of the transferee, and the amount of the advance chargeable to each. Attach such memorandum to the FCI-119-W when such form is returned to the Records Unit. Make a notation on the State office copy of the FCI-119-W, in Part I, indicating the name of the transferee and the interest of each party in the wheat crop after transfer.
6. Upon completion of the work in connection with the examination of Forms FCI-119-W, FCI-121-W, and FCI-122-W, sign and enter the date in Section III of RF-10 and release the lot to the person designated to release transmittals.

IV. Instructions for the Release of Transmittals, Forms FCI-119-W.

Release all Forms FCI-119-W, FCI-122-W, and related forms in the transmittal to the Computation Unit.

PART III - COMPUTATION UNIT

Before verifying any computations on Forms FCI-119-W for the State, prepare a list in serial number order of all price cards issued for the State for use in connection with applications for 1941 crop insurance, indicating with respect to each the basic market price as shown on each card. In addition, obtain the price differentials established for each county in the State.

The computing clerks in the Computation Unit will check the computations on Form FCI-119-W and verify the totals on FCI-122-W. Whenever a memorandum attached to FCI-119-W includes a computation table setting forth the manner in which the entries for FCI-119-W were obtained, the computations on such memorandum shall be verified.

Whenever an error is found in the computation of FCI-119-W and such correction affects the comparable entry on FCI-122-W, make such correction on the FCI-119-W and FCI-122-W by drawing a light line through the original entry and entering the correct entry in the nearest available space. The entry shall be initialed by the clerk making such correction, being certain that the correction has been made on all copies of such forms.

I. Notice of Seeding, FCI-119-W.

A. Make the following verifications with respect to Part II of FCI-119-W.

1. Verify the entry on each line in column (G) of Part II.

a. In verifying this computation, multiply the entry in column (C) by the entry in column (D) and round to whole bushels; multiply the result by the entry in column (E) and round to whole bushels; multiply the result by the entry in column (F) and round to whole bushels.

2. Verify the entry on each line in column (I).

a. In verifying this computation multiply the entry in column (C) by the entry in column (H) and round to whole bushels and multiply the result by the entry in column (F) and round to whole bushels.

3. If entries have been made on more than one line in Part II, in columns (B), (C), (G), and (I), verify the totals of each column.

a. If the premium rate per acre for any practice as shown in column (H) is less than the minimum, compute the

total premium on the basis of the minimum rate for the total of column (O). The minimum is 0.5 bushel for 75 percent coverage and 0.3 bushel for 50 percent coverage.

- (1) If the total premium computed on the basis of the minimum rates is larger than the verified total of column (I), the total of column (I) computed on the basis of the special practice premium rate(s) shall have been deleted by drawing a light line through the entry and the premium computed on the basis of the minimum rate shall have been entered in the nearest available space.

B. Make the following verifications with respect to Part IV.

1. Verify the entry in item c by subtracting from the entry in item a the entry in item b.
 - a. If the entry in item b is equal to or larger than the entry in item a, the word "None" should have been entered in item c.
2. Verify the entry in item e as follows:
 - a. Determine from the prepared list of price cards the basic market price for the price card, the serial number of which is entered in paragraph 16 of the State office copy of FCI-112-W.
 - b. From this price deduct the price differential for the county. The result should agree with the entry in item e of Part IV of FCI-119-W.
3. Verify the entry in item f by multiplying the entry in item c by the entry in item e.
 - a. Determine that the entry in item f is either the amount received from the sale of warehouse receipts as shown on the State office copy of FCI-117-W or is the amount obtained by multiplying the entry in item c by the entry in item e.
4. Verify the entry in item g by multiplying the entry in item d by the entry in item e.

II. 1941 Wheat Notices of Seeding Transmittal Sheet, FCI-122-W.

- A. Verify the totals of columns (D), (E), (F), (G), (H), (I), and (J), for each sheet of FCI-122-W after necessary corrections are made in the individual entries in such columns to agree with those on FCI-119-W. These totals shall not be carried forward to the next succeeding FCI-122-W.

1. Circled entries appearing in column (G) of FCI-122-W shall not be included in the total of column (G).
2. Upon completion of the work in connection with the verification of the computations on FCI-119-W and FCI-122-W, sign and enter the date in Section III of RF-10 and release the lots to the person designated to release transmittals.

III. Instructions for the Release of Transmittals, Forms FCI-119-W.

- A. Release all Forms FCI-119-W in the transmittal together with FCI-122-W, and related forms to the Records Unit.

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